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## II. Annual Project Operating Budget

2. The EE Division shall prepare an itemized operating budget at annual intervals, prior to submission of the project for approval. This budget shall be developed after review of the basic (field) budget for consistency with the Division's mission and the project authority, and shall include, but not be limited to, the categories of expense specified in paragraph 2, above, with supporting calculations in each instance, and expressed in U. S. dollars at the legal rate of exchange prevailing on the date of budget calculation, which date shall be specified in such budget. This budget may, if deemed appropriate by the Division, abandon, modify, or change the emphasis of particular activities recommended by the field for KUBARK support. Prior to presentation of the project to approving authority, the responsibilities of the Office of the Comptroller shall be discharged by his designee on the Staff of the SSA/DDS, in collaboration with the Budget Division. These elements shall jointly determine if such budgetary presentation is adequate for the needs of the Agency. The concurrence of the SSA/DDS shall indicate completion of an affirmative review. In the event of a non-concurrence, the project will be returned through the [ ] to the EE Division for appropriate action. An annual review of budgetary data submitted by [ ] will be effected by the Office of the Comptroller during the processing of annual operational programs and/or project renewals. Amendments to the annual project operating budget requesting funds in addition to those already provided

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therein shall be governed by the procedures of the Agency Activities Approval System. Revisions and/or operational adjustments which do not affect the total funds authorized, which do not conflict with the terms of the project approval, and which are proposed by the EE Division to reflect the operational needs of the project shall be considered operational determinations and shall require the approval of the Chief, EE Division.

### III. Funding

3. KUBARK funds will be advanced for the project in accordance with the approved operating budget for the project and within the approved field allotment.

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**VIII. Notification to the Field**

14. The EE Division shall have the responsibility for advising the field base of the pertinent provisions of this Revised Administrative Plan.

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